INSTRUCTIONS FOR COMPLETION OF BUDGET FORMS

As outlined in the Board of Governors' *Regulations Governing Academic Changes In Rhode Island's Public Institutions Of Higher Education*, revenue and expenditure projections are to be prepared in conjunction with the development of proposals for academic program or organizational changes. This section of proposals tends to cause the most difficulty and elicit the most questions, and proposal developers are urged to read the regulations thoroughly and to work with appropriate institutional budget personnel in preparing the budget estimates. In many cases, the assumptions used in the projections are to be explained in the proposal narrative; specific sections in the regulations are indicated in parentheses.

Careful attention to the preparation of the projections will help to shorten the approval process. Proposal developers should use the electronic (Excel) version of the budget forms, which may be downloaded from the RIOHE Web site at *www.ribghe.org/publicreg.htm*. The forms are self-calculating; cells in the shaded areas are protected and do not require any input. Submit the forms in "hard copy" along with the proposal and also email them to *ribghe@etal.uri.edu*.

FORMS FOR ACADEMIC PROGRAM CHANGES

1. Select the appropriate set of budget forms when calculating revenues and expenditures for academic program changes:

   ▪ The form for **Standard Academic Program Changes** is to be used for programs that will attract either full-time students or a combination of full-time and part-time students. When using this form, enter full-time tuition and mandatory fee rates and the number of **full-time equivalent (FTE)** students expected to enroll in the program.

   ▪ The form for **Part-time Academic Program Changes** is to be used for programs that are structured so that students may pursue them on a part-time basis **ONLY**. When using this form, enter part-time tuition rates and mandatory fees and the number of **part-time students** expected to enroll in the program.

2. After selecting the appropriate form, complete revenue and expenditure estimates for the proposed program. Note that both the Standard Academic Program Changes form and the Part-time Academic Program Changes form are Excel workbooks comprised of three spreadsheets (or pages): one for revenue estimates, one for expenditure estimates and a third (totally self-calculating) budget summary sheet. Use the instructions below to complete the projections:

- **REVENUE ESTIMATES**

  Tuition & Fees: On the lines at the top of the form, for Year 1 enter the per student in-state and out-of-state tuition rates and mandatory fee rates as indicated. Estimate rates for subsequent years, and include assumptions made in projecting increases in the proposal narrative (Section III.1: Item K). Enter full-time rates if using the Standard Academic Program Changes form and part-time rates if using the Part-time Academic Programs Changes form.

  Number of New Students: On the lines at the top of the form, for Year 1 enter the number of in-state and out-of-state students new to the institution who are expected to enroll in the program. When making projections of new students, do not include students who are expected to transfer into the proposed program from existing programs within the institution (these students are counted below), but do include students expected to transfer from other colleges and universities. For subsequent years, enter the number of new students expected **LESS** the anticipated attrition (i.e., the number of new students expected to have dropped out of the proposed program).   Use the number of full-time equivalent (FTE) students if using the Standard Academic Program Changes form and the number of part-time students if using the Part-time Academic Programs Changes form. Provide the rationale for the assumptions made regarding enrollment and attrition of new students in the proposal narrative (Section III.1: Item G2.).

  Number of Students Transferring from the Institution's Existing Programs: On the lines at the top of the form, for Year 1 enter the number of in-state and out-of-state students currently enrolled in the institution who are expected transfer from their existing programs at the institution to the proposed program. (Do not include students expected to transfer from other colleges and universities; they are counted above.) For subsequent years, enter the number of additional students expected to transfer from the institution's existing programs **LESS** the anticipated attrition (i.e., the number of these students expected to have dropped out of the proposed program).   Use the number of full-time equivalent (FTE) students if using the Standard Academic Program Changes form and the number of part-time students if using the Part-time Academic Programs Changes form. Provide the rationale for the assumptions made regarding enrollment and attrition of existing students in the proposal narrative (Section III.1: Item G2.).

  Other Sources of Revenue: On the lower part of the form, enter any expected annual revenues from GRANTS, CONTRACTS, or OTHER sources. Include a description of these revenues in the proposal narrative (Section III.1: Item K.).

- **EXPENDITURE ESTIMATES**

  Expenditure estimates should be made for the first cycle of the proposed program. All expense categories should be segregated into two categories: 1) new additional resources that will be required for the proposed program (and entered into the first column for each year in the cycle), and 2) expenditures from current resources that will exist whether or

not the proposed program is approved (the latter are entered into the second column for each year in the cycle).

Personnel Services: In the cells indicated, enter the sum of salary and fringe benefit expenses for administrators, faculty, support staff and any other personnel to be needed for the proposed program. Adjust these expenses to reflect the proportion of time to be devoted to the proposed program. Enter expenditures requiring new resources in the first column for each year and expenditures from existing resources in the second column for each year. Provide the detail of these expenditures and assumptions regarding increases in the proposal narrative (Section III.1: Items F3. and H3.).

Operating Expenses: In the cells indicated, enter annual costs for **Instructional Resources** and **Other** operating expenses for the proposed program. Enter expenditures requiring new resources in the first column for each year and expenditures from existing resources in the second column for each year. Provide the detail of these expenditures and assumptions regarding increases/decreases during the program cycle in the proposal narrative (Section III.1: Item I3.).

Capital Expenses: In the cells indicated, enter annual costs for **Facilities**, **Equipment,** and **Other** capital expenses for the proposed program. Enter expenditures requiring new resources in the first column for each year and expenditures from existing resources in the second column for each year. Provide the detail of these expenditures and assumptions regarding increases/decreases during the program cycle in the proposal narrative (Section III.1: Item J3.)

Net Student Assistance: In the cells indicated, enter total annual costs for **Assistantships**, **Fellowships,** and **Stipends/Scholarships** for the proposed program. The amounts entered should reflect the costs of the awards times the number of students expected to receive awards **LESS** anticipated attrition (i.e., the number of students receiving awards who are expected to have dropped out of the proposed program).   Enter expenditures requiring new resources in the first column for each year and expenditures from existing resources in the second column for each year. Provide the detail of these expenditures and assumptions regarding increases/decreases during the program cycle in the proposal narrative (Section III.1: Item G4).

- **BUDGET SUMMARY**

This section of the form is self-calculating. No data are to be entered in this section. Explain in the proposal narrative how institutional resources will be redeployed to cover projected deficiencies (Section III.1: Item K3.).

FORM FOR ACADEMIC ORGANIZATIONAL CHANGES

Use the **Organizational Changes** budget form to project revenues and expenditures related to the establishment, merger or transfer of academic units. Refer to the regulations (Section I.2:

Organizational Changes) for a description of the types of units and changes covered. Note that the revenue, expenditure and summary sections of this form are on one spreadsheet (or page).

- **REVENUE ESTIMATES**

  All revenue categories should be segregated into two categories: 1) new sources of revenue that will be generated by the proposed unit/organizational change (and entered into the first column for each year in the cycle), and 2) revenues from current sources that will exist whether or not the proposal is approved (the latter are entered into the second column for each year in the cycle).

  Tuition & Fees: Use this section to report the total of any projected revenues from tuition and mandatory fees expected if the proposed center or organizational change is approved. Include revenues for students new to the institution in the first column for each year and revenues from students expected to transfer from the institution's other programs into programs related to the unit in the second column for each year. Use full-time tuition rates and full-time equivalent (FTE) students when making the projections. Except for the first year, be sure to consider student attrition. Fully explain all assumptions (e.g., number of full-time/part-time students, number of in-state/out-of-state students, number of new/existing students, expected attrition) and provide detailed calculations in the proposal narrative (Section III.2: Item F1.).

  Other Sources of Revenue: Enter any expected annual revenues from GRANTS, CONTRACTS, or OTHER sources. Include a description of these revenues in the proposal narrative (Section III.2: Item F1.).

- **EXPENDITURE ESTIMATES**

  Provide expenditure estimates for the first four years of the unit or organizational change. All expense categories should be segregated into two categories: 1) new additional resources that will be required for the proposed unit/change (and entered into the first column for each of the four years), and 2) expenditures from current resources that will remain in existence whether or not the proposed unit/organizational change is approved (the latter are entered into the second column for each of the four years).

  Personnel Services: In the cells indicated, enter the sum of salary and fringe benefit expenses for administrators, faculty, support staff and any other personnel to be needed for the proposed unit/organizational change. Adjust these expenses to reflect the proportion of time to be devoted to the proposed unit/change. Enter expenditures requiring new resources in the first column for each year and expenditures from existing resources in the second column for each year. Provide the detail of these expenditures and assumptions regarding increases in the proposal narrative (Section III.2: F1.).

  Operating Expenses: In the cells indicated, enter annual costs for **Instructional Resources** and **Other** operating expenses for the proposed unit or organizational change. Enter expenditures requiring new resources in the first column for each year and

expenditures from existing resources in the second column for each year. Provide the detail of these expenditures and assumptions regarding increases/decreases in the proposal narrative (Section III.2: Item F1.).

Capital Expenses: In the cells indicated, enter annual costs for **Facilities**, **Equipment,** and **Other** capital expenses for the proposed unit or organizational change. Enter expenditures requiring new resources in the first column for each year and expenditures from existing resources in the second column for each year. Provide the detail of these expenditures and assumptions regarding increases/decreases in the proposal narrative (Section III.2: Item E2.)

- ▪ **BUDGET SUMMARY**

This section of the form is self-calculating. No data are to be entered in this section. Explain in the proposal narrative how institutional resources will be redeployed to cover projected deficiencies (Section III.2: Item F2.).